

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
P. O. Box 745
Institute, West Virginia 25112

Minutes

August 14, 2002

F. Ray Power Building, B Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

ATTENDANCE: Lee Dixon, Ken Kennedy, Dennis Miller, Donna Prunty, Karen Byrd, Linda Maniak, Everette Sullivan. WVARF: Steve King, Craig Greening, Chris Miller. Guests: David Eakle and John Floyd from Green Acres, Lesage, West Virginia

APPROVAL OF MINUTES: Donna Prunty moved to accept the June Minutes as submitted. Motion seconded by Linda Maniak. Motion carried.

Steve King introduced and welcomed the new Board Member – Mr. Everette Sullivan. Mr. Sullivan replaces Jack McComas and will be representing Labor.

Steve also introduced David Eakle and John Floyd from Green Acres.

FINANCIAL REPORT: Ken Kennedy reported that there is no official budget at this time for FY-2003. He indicated that he prepared and sent a memo to Linda Lyter asking for an increase for the new budget year to \$5,301.00. Last fiscal year's budget was \$4,516.00. If approved, the new budget would include an increase of \$785.00.

REPORT OF CHAIRMAN: Lee Dixon mentioned an issue with contracts that should be considered by the Committee at a later date. He indicated that there was a disparity between new contracts and old contracts as far as wage rates.

REPORT OF EXECUTIVE SECRETARY: No report.

REPORT OF WVARF EXECUTIVE DIRECTOR: Steve King indicated that WVARF is in the process of compiling and preparing the State Use Committee annual report. He suggested that there is a possibility of downsizing the appearance due to the budget constraints. Their goal is to have a draft at the October meeting for the Committee's review.

Steve reported that the CRPs disability ratio of 75/25 is slightly under the 75% target. Craig will do a plan of correction draft for review at the next meeting to send to all CRPs not in compliance.

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller

Ex Officio Members: Karen Byrd, Executive Secretary, Stephen King, Executive Director, West Virginia Association of Rehabilitation Facilities

Steve reported that WVARF is undergoing bylaws activity at this time.

Steve mentioned the discontinuation of providing printer/toner cartridges through the program. While it was previously thought that we could offer this product without being part of a statewide contract, recently the marketing efforts of the vendor/partner (Optima) had produced complaints from the business holding the statewide contract. Since this contract is not up for another year, WVARF and its vendor (the Sheltered Workshop of Nicholas County) will no longer provide this product to state agencies. We have spoken to the representative of the business holding the contract and everything seems to be okay with them now. We will continue to develop alternative customers that are not required to use the state contract.

Steve reported that he has been invited by Janice Holland to attend a meeting in the Governor's Office regarding a vendor relationship with a janitorial supply firm. He will report the outcome to the Committee at its next meeting.

Report on Green Acres Regional Center: David Eakle gave a history of the facility. He indicated that all work in the bottling facility is done by persons who are disabled.

David indicated that Green Acres has brought in a computer operator to develop a program that should provide WVARF with timely reports. He mentioned some issues of concern, such as – shipment of small orders is not productive for them, and receiving payment for shipments.

Craig Greening mentioned program fees that had not been paid by Green Acres. After much discussion, David indicated that a check would be written that day for program fees for \$4,200.

The Committee members reviewed and discussed the following with the Green Acres staff:

1. Program reporting;
2. Regularity of invoicing;
3. Monies owed to Green Acres and/or to WVARF

Green Acres indicated the following:

1. Bottled water invoicing would be improved since they have hired new staff – a computer programmer and a route supervisor.

2. The past due State Use fees owed to WVARF would be paid immediately.

Green Acres asked:

1. That more effort be put into marketing the bottled water at the Capitol Complex.
2. WVARF no longer send them purchase orders for 20 oz. bottles of water.

The Committee offered to provide Green Acres staff with WVARF Vendor's Guide and training regarding its policies and procedures. The Committee asked that WVARF provide an update at its next meeting to determine Green Acres' progress in reporting, invoicing, and payment of State Use fees.

Contract Complaint – There was two contract complaints – DMV – Bridgeport, and DHHR – Boone County. Craig briefly outlined the complaints.

Contract Presentation – Craig Greening distributed handouts on the following new contracts and made brief comments:

1. Non-reoccurring State Use Projects Report
2. BEP – 5301 MacCorkle Avenue
3. BEP – Moundsville
4. BEP – Martinsburg
5. DRS Center, Weekends -- Institute

Contract Presentation – Renewals

Craig Greening provided handouts of nine renewal contracts and gave updates.

Donna Prunty moved to accept the contract renewals as submitted. Ken Kennedy seconded the motion. Motion carried.

OLD BUSINESS:

1. **Gross Revenues/Aged Receivables:**

Chris Miller provided a handout showing gross revenues and aged receivables. He reported gross revenues from WVARF contracts to date are \$9,214,002. Aged Receivables 61 days and over are 4.78% or \$29,015.

2. Procurement List Additions:

Craig had a handout of the List. He indicated that he needed approval of Dave Tincher as well as the Committee.

Donna Prunty made a motion for approval subject to the approval of Dave Tincher. Lee Dixon seconded the motion. Motion carried.

3. Application for Eastridge Health Systems:

Dennis Miller made a motion for approval of the Application. Everette Sullivan seconded the motion. Motion carried.

4. Legislative Rule Status:

Donna indicated that the Legislative Rule has been filed and there have been no comments at this point. It will go through the rule making committee.

NEW BUSINESS:

1. Goodwill Industries of Kanawha Valley's concerns and responses.

Craig distributed handouts of correspondence between Dave Acord with Goodwill of Kanawha Valley and WVARF, and commented briefly on them.

Craig indicated that Goodwill does not have a signed agreement with WVARF at this time.

It was suggested and agreed upon that Steve and WVARF staff visit with Mr. Acord before the next meeting to see if the concerns about the agreement can be worked out. If the agreement is not signed, the Committee suggested Mr. Acord be invited to a future meeting.

2. Applications:

Craig indicated that there are still eight applications outstanding at this point.

3. Application certificates:

It was suggested that a Certificate of Participation be provided to all participating CRPs as a courtesy.

Ken Kennedy made a motion that this be done. Donna Prunty seconded the motion. Motion carried.

OTHER BUSINESS:

There being no other business, **Lee Dixon made a motion to adjourn. Ken Kennedy seconded. Motion carried.**

The next meeting is scheduled for September 18, 2002, 10:00 a.m. at the Rehabilitation Center, Institute.